

# ACCELA – How to Schedule Your Inspection Online

1 From the City of Longmont's home page, [www.longmontcolorado.gov](http://www.longmontcolorado.gov), click Departments.

2 Click Building Inspection.

The screenshot shows the City of Longmont website. The top navigation bar includes links for Jobs, Calendar, and a Translate button. The main navigation bar has buttons for HOME, NEWS, COMMUNITY, BUSINESS RESOURCES, ONLINE SERVICES, and DEPARTMENTS (highlighted with a red box). Below the navigation bar, there are four columns of links. The 'DEPARTMENTS A-D' column includes a link for 'Building Inspection' (highlighted with a red box). The 'DEPARTMENTS E-M' column lists various departments like Enterprise Technology, Finance, and Forestry. The 'DEPARTMENTS N-Z' column lists departments like Parks, Open Space and Trails, and Public Safety Department.

3 Click Online Scheduling.

The screenshot shows a yellow button with the text 'Online Scheduling' and an icon of a wrench and a hard hat. The button is highlighted with a red box.

4 Read note about browser requirement!

Welcome to the new Citizen Portal

Citizen Portal is compatible with IE 7 to IE 10, Firefox and Chrome. Try running IE 11 in [compatibility mode](#) if having issues.

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

What would you like to do today?  
To get started, select one of the services listed below:

5 Click Schedule an Inspection.

The screenshot shows the Citizen Portal page. It includes a welcome message, a note about browser requirements, and a section titled 'What would you like to do today?'. Under this section, there are two columns of links. The right column includes links for 'Building', 'Search Applications', and 'Schedule an Inspection' (highlighted with a red box).

**Search for Records**  
Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

**NOTE:** The search date range is defaulted to a year back. If you enter the full 10 characters of the permit and you know the permit was opened more than a year back, clear the date range fields. If you are searching on a partial permit number, you must enter a date range of when the permit was opened.

**General Search** General Search

**Record Number:**  **Record Type:** --Select-- **If you know the permit number, enter it here. You can enter a partial number, if desired.**

**Project Name:**

**Start Date:**  **End Date:**  **Clear these fields if searching on a partial permit number.**

**License Type:** --Select-- **State License Number:**

**First:**  **Last:**  **Name of Business:**

**Business License #:**

**Street No.:**  **To search by address, enter the number part of the street address...**

**Street Name:**  **Street Type:**  **...then enter the street name.**

**Unit Type:** --Select-- **Unit No.:**  **Parcel No.:**

**City:**  **State:**  **Zip:**

**Country:** --Select--

**7** **Click Search.**

**Search** **Clear**

Note: Only one of the search fields needs to be filled out to search for your permit (Permit #, Address, Etc.). Filling out multiple fields may result in issues with your lookup results.

**Inspections** **8** **Scroll down to the Inspections area.**

**Upcoming (2)**

**Use Actions Arrow Below to Schedule Corresponding Inspection**

TBD at TBD Pending Building Final (688505)  
Inspector: *unassigned*

TBD at TBD Pending Framing Rough (688504)  
Inspector: *unassigned*

**Actions**  
**View Details**  
**Schedule**

**9** **Click Actions next to the first inspection to schedule, then click Schedule.**

## Schedule/Request an Inspection



Inspection type: Building Final

To continue, select an appointment date and time range by clicking a link on the calendar below:

10 Click an available date on which to schedule the inspection.

Oct 2015							Nov 2015							Dec 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

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### Available Times for Monday, Oct 26 2015

#### Morning

☒ 08:30 AM - 12:30 PM

#### Afternoon

☐ 12:30 PM - 04:30 PM

11 Click either Morning or Afternoon.

Continue

12 Click Continue.  
[Cancel](#)

## Schedule/Request an Inspection



Inspection type: Building Final

### Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

#### Location

ST  
LONGMONT CO 80501

13 Verify contact information.

#### Contact

303

[Change Contact](#)

14 If desired, specify a different contact.

Continue

15 Click Continue.  
[Back](#) [Cancel](#)

## Schedule/Request an Inspection



### Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.

**Inspection Type:** Building Final  
**Date and Time:** 10/19/2015 8:30 AM  
**Location:** [REDACTED] ST  
LONGMONT CO 80501  
**Contact:** 303 [REDACTED]

### Include Additional Notes

#### Cancellation and Reschedule Policy:

Reschedule must be made before 08:00 AM.

Cancellations must be made before 08:00 AM.

16 Click Finish.

**Finish**

[Back](#)

[Cancel](#)